

OFFICE OF RESEARCH AND REPORTS

MONTHLY REPORTING GUIDE

The following outline is to be used as a general guide in the preparation of monthly reports. Specific answers to all the questions are not necessary, but consideration should be given to all points when preparing reports. If a matter has been covered in previous correspondence, just refer to that correspondence.

1. Production -- Projects and Problems:

a. Scheduled Production:

(1) List all scheduled projects undertaken or completed during the report period. Include projects carried over from the previous period. Indicate for each project the number and symbol assigned to it (if any), the tentative title, and the probable completion date. "Scheduled production" is construed to be that which has been initiated in consultation with the Reports Division and includes all production destined for publication (exclusive of the HHS studies) or prepared in response to requests received from outside O/RR.

(2) Project Planning: List subjects for which tentative production plans are under way but which have not been formally initiated as specific projects.

b. Other Research Activities: List all other activities not covered in paragraphs 1a(1), and (2) above, such as work performed for other O/RR divisions, CIA components outside O/RR, and outside agencies. Include such activities carried over from the previous period. Describe each activity and, where possible, the probable completion date.

c. Progress, Developments, or Problems in Production:

(1) Have relationships with producing and coordinating components of O/RR been satisfactory?

(2) What problems in production have you encountered? What improvements or solutions do you recommend?

(3) Are relationships with IAC and other outside agencies satisfactory? Are there deficiencies that adversely affect production?

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(4) What recommendations do you have regarding any phase of production?

2. Coordination and Appraisal:

a. What contacts have people of your components had with people of other agencies? On whose initiative? Concerning what subjects?

b. Have other people taken up a disproportionate amount of the time of your analysts? Examples.

c. What is your estimate of the competence, scope, and depth of the economic research conducted by the agency contacted?

d. Have any studies of interest to your division been produced during the month by other governmental agencies or private bodies which you believe to be of major importance? If so, append a brief paragraph on each giving summary of content and your general appraisal.

e. Are other governmental intelligence agencies overlooking or doing improperly jobs you think they should be doing? Are they doing things that you think they ought not to be doing?

f. As representatives of CIA, what positions have we taken in conferences with other agencies?

g. What research jobs do you see that no one is doing and that someone should be doing?

3. Adequacy of Services and Facilities:

a. Collection of Information from the Field:

(1) Has reporting during the month been adequate in quality, scope, and quantity? What were the most devious deficiencies? Does the reporting satisfy your needs? What progress has each collection agency made in fulfilling requirements?

(2) What recommendations do you have to improve reporting?

b. Procurement of Documents, etc.:

Has the procurement of documents, cables, books, etc., for research been adequate in the past month? Does the service satisfy your needs?

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c. Were services rendered by the Requirements and Control Division satisfactory? Do you have any comments regarding its coordination with production?

d. Were services requested of the Library, Foreign Industrial Register, Biographic Register, or the Graphics Register of O/CD? Was the service satisfactory?

e. Do you feel that CIA collection facilities (O/O - FBID, OO/C, FDD; O/SO; O/CD) adequately meet O/RR needs? If not, what recommendations for improvement do you have?

4. Relationships with other O/RR and CIA Offices:

a. Were working relationships with other O/RR and CIA offices satisfactory from the organizational, functional, and procedural standpoint? Are there duplications or deficiencies in assigned responsibilities that adversely affect the accomplishment of the O/RR and CIA Mission?

b. Recommendations for improvement.

5. Summary of Recommendations:

a. Policy matters

b. Functional or procedural matters.